

UNITED STATES MARINE CORPS
Traffic Management Office
Marine Air Ground Task Force Training Command
Twentynine Palms, California 92278-8151

1000
216

Today Date

MEMBER'S NAME: (PRINT) _____ RANK: _____

SSN: _____ GBL#: _____ AGENT: _____

TMO INBOUND CONTACT NUMBER: 830-6592/6545

REQUESTED DELIVERY DATE _____

CARRIER DELIVERY

I have been informed that my household goods/personal effects will be delivered to my quarter/address at _____ on _____ between the hours of 0730 and 1700 and that I or my agent, (with signed written authorization) **MUST** be present to receive the shipment, or I will be subject to an **"attempted delivery charge"**.

Contact number and organization _____ Signature _____
or unit reporting to: _____ Date _____

OWNER PICK-UP

I have been informed that my personal effects will be ready for "owner pick-up" at: _____ on _____ between the hours of 1300-1600. I will be liable for all "Out to Dock" service charges if I or my agent (with signed authorization), fail to pick up my personal property at the agreed time and date.

Contact number and organization _____ Signature _____
or unit reporting to: _____ Date _____

IMPORTANT INFORMATION

Initial

- _____. Any loss/damage noted at the time of delivery **MUST** be annotated on the DD1840 (pink form) by you or the carrier at that time.
- _____. Please fill in block 14c of the DD1840 at **"time of delivery"** estimating the dollar amount of loss/damage at that time. (This has nothing to do with the amount you can claim, but is for grading purposes only).
- _____. After you have completely unpacked and noted all loss/damage, contact the TMO office, **830-6801 to make an appointment** to submit your DD1840/1840R. This **must** be done within **70 days** from the date of delivery.
- _____. Your first 90 days of government storage is automatic. Thereafter, it's only given upon request from you (the service member) in writing, in 90 day intervals.